



## UNESCO Sponsored Traineeship Programme

### Terms of Reference

#### GENERAL INFORMATION

**Duration:** 6 months

**Location:** Paris, France

**Organizational Unit:** Education Sector, Global Education Monitoring Report (ED/GEM)

**Supervisor (name, title):** Dmitri Davydov, Team Lead, Partnerships and Operations

#### DESCRIPTION OF THE TRAINEESHIP

The GEM Report is seeking to engage a trainee with expertise in knowledge management, operations, monitoring and evaluation, and organizational efficiency, to contribute to the review of GEM Report's performance and support its resource mobilization activity.

Under the supervision of the GEM Report Team manager, the trainee will:

- Support the development and implementation of innovative resource mobilization strategies, including engagement with traditional and non-traditional donors, private sector investors, and philanthropic organizations, among others.
- Develop due diligence activities to ensure the alignment of partners with GEM Report's values and strategic objectives.
- Contribute to the reporting to donors (management reports), acting as the focal point for the team to gather inputs, draft and monitor the contribution of team members.
- Provide administrative support for the procurement of partners to develop research, communications and advocacy activities.
- Facilitate closing of fundraising agreements whenever the opportunity arises.

#### REQUIRED QUALIFICATIONS

**Education:** Advanced university degree (Master's degree or equivalent) in development studies, business administration, public policy, or other social science disciplines; A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of an advanced university degree.

**Subjects:** Project management, donor relations, policy analysis, finance and administration.

**Language skills:** Excellent knowledge (written and spoken) of English. Working knowledge of French, Spanish and/or Arabic is an advantage.



- Excellent project management, coordination, and stakeholder engagement skills.
- Demonstrated ability to analyze and articulate complex issues both in written and oral communications.
- Demonstrated ability to work innovatively to tight deadlines under pressure in a self-motivated manner.
- Good understanding of education and development issues.
- Excellent knowledge and autonomy in use of Microsoft Word, Excel, Power Point, email and internet.

### Competencies and skills:

#### LEARNING OBJECTIVES

- Understanding of the GEM Report's aims and the expectations of the GEM Report's stakeholders, through practical and guided hands-on exposure and involvement in the GEM Report partner engagement activities.
- Improved networks and understanding of the working environment in a multilateral organization.
- Improved capacity to work in team-oriented and multicultural environments.

#### ADDITIONAL INFORMATION

The [Global Education Monitoring \(GEM\) Report](#), established in 2001 as the Education for All Global Monitoring Report (GMR), is an editorially independent, authoritative, and evidence-based annual report that monitors progress in education in the Sustainable Development Goals (SDGs), which were adopted as part of the 2030 Agenda for Sustainable Development. Its mandate was established in the Incheon Declaration of the World Education Forum in May 2015. The Incheon Declaration of the World Education Forum in May 2015, established the renewed mandate of the GEM Report which consists in *“monitoring and reporting on SDG 4 and on education in the other SDGs”* ; and reporting *“on the implementation of national and international strategies to help hold all relevant partners to account for their commitments”*.

The GEM Report is funded by a group of governments, multilateral agencies and foundations. It is published by UNESCO to serve the international community. It is widely recognised as an indispensable advocacy and technical tool supporting inclusive and equitable quality education and promoting lifelong learning for all.

Each report has traditionally had two parts: one focusing on monitoring the international education targets and one focusing on a theme, selected jointly with its Advisory Board. Its monitoring part draws on the latest data provided by UIS. Its thematic and policy part draws on the latest data and evidence from a wide array of sources leading to recommendations on how to accelerate progress towards achieving the international education targets. Since 2016 the themes of reports were education and sustainable development (2016), accountability (2017/8), migration and displacement (2019), inclusion (2020), non-state



actors (2021/2), technology (2023) and leadership (2024/5). The 2026 GEM report will focus on access and equity.

In addition to the main report, the team also produces thematic editions (on gender, youth, finance, other SDGs), regional editions (e.g. under the 2026 cycle, three regional editions will cover Africa on late enrolment, the Arab States on early childhood education and the Caribbean on gender disparity in secondary education), and online resources (WIDE on inequality, VIEW on completion and out-of-school rates, SCOPE on interactive narratives and PEER on country profiles).